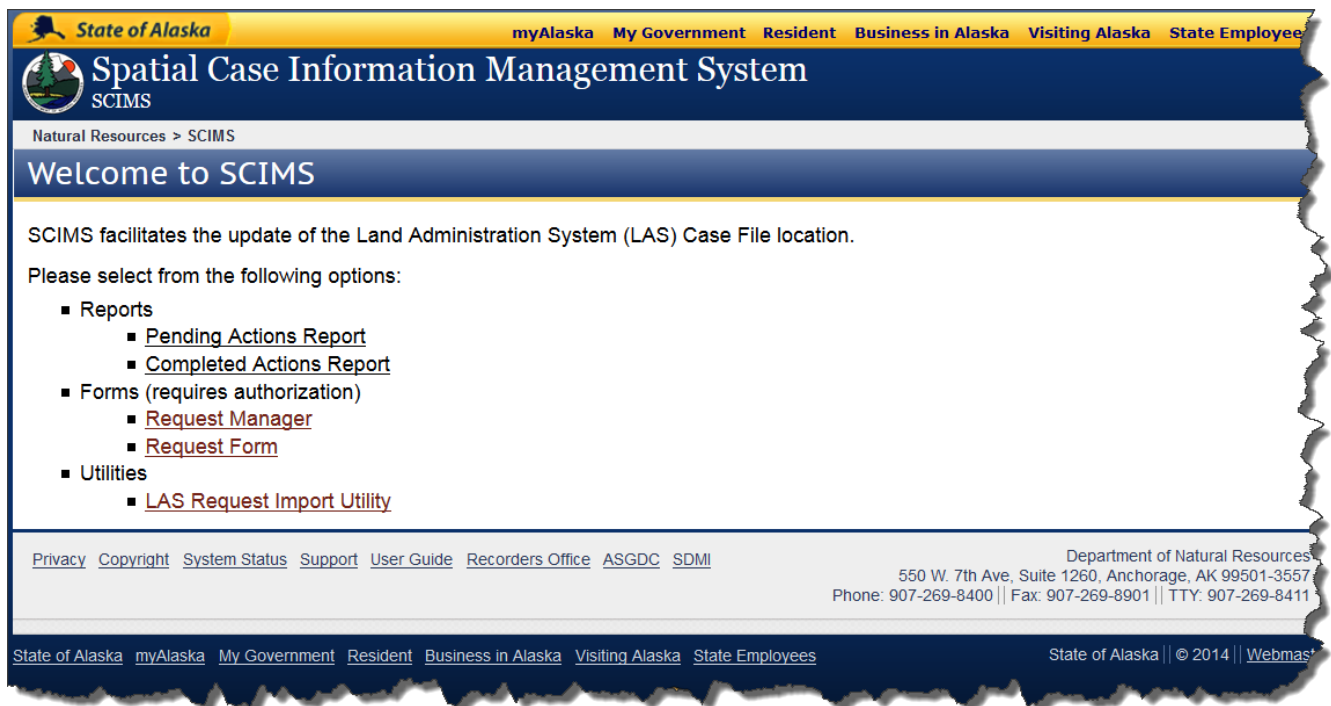


# Spatial Case Information Management System (SCIMS)

## User Guide

The screenshot shows the SCIMS website interface. At the top is a yellow navigation bar with the 'State of Alaska' logo and links for 'myAlaska', 'My Government', 'Resident', 'Business in Alaska', 'Visiting Alaska', and 'State Employees'. Below this is a dark blue header with the SCIMS logo and the title 'Spatial Case Information Management System'. A breadcrumb trail reads 'Natural Resources > SCIMS'. A dark blue banner below the header says 'Welcome to SCIMS'. The main content area has a white background and contains the text: 'SCIMS facilitates the update of the Land Administration System (LAS) Case File location. Please select from the following options:'. This is followed by a list of options: 'Reports' (with sub-items 'Pending Actions Report' and 'Completed Actions Report'), 'Forms (requires authorization)' (with sub-items 'Request Manager' and 'Request Form'), and 'Utilities' (with sub-item 'LAS Request Import Utility'). At the bottom, there is a footer with links for 'Privacy', 'Copyright', 'System Status', 'Support', 'User Guide', 'Recorders Office', 'ASGDC', and 'SDMI'. To the right of these links is contact information for the Department of Natural Resources: '550 W. 7th Ave, Suite 1260, Anchorage, AK 99501-3557', 'Phone: 907-269-8400 || Fax: 907-269-8901 || TTY: 907-269-8411'. The bottom-most navigation bar is dark blue and contains links for 'State of Alaska', 'myAlaska', 'My Government', 'Resident', 'Business in Alaska', 'Visiting Alaska', 'State Employees', and 'State of Alaska || © 2014 || Webmaster'.

Application Version: 1.x

Document last revised: Monday, February 24, 2014

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## Introduction

The Spatial Case Information Management System (SCIMS) is a replacement of the Plat Information Management System (PIMS). A paradigm shift away from using hardcopy plats to using web-based dynamic web mapping within AKDNR prompted a retooling of the land record database update process.

In an effort to move away from a custom-programmed editing environment (LRAPP), an incorporation of ESRI's Workflow Manager (WFM) into the editing procedure was accomplished. This is an out-of-the-box solution that standardizes the editing process using the standard ArcGIS desktop tools.

Like PIMS, SCIMS digests the daily LAS requests (transactions) for updates and creates SCIMS Requests [for updates]. These Requests are then group by the Request Manager in regards to editing efficiency and work type. Once the Requests are grouped, they can be assigned to an editing group or individual (GIS Analyst).

GIS Analysts then select from a list of outstanding Jobs/Groups either assigned directly to them or a group that they are a part of and initiate a predefined editing process (workflow). The workflow steps the analyst through a series of steps complete work with a help built-in for each step. This helps standardize the way editing is done and will make the process much easier to understand for new employees.

With SCIMS and ESRI Workflow Manager interconnected through the Oracle database, it is possible for Department personnel and the public to determine where in the process their requests for updates to the land records database are and to determine if there is any pending activity for a specific area.

## User Interface

There are three main forms/pages that make up the application; the index (intro) page as seen in figure 1 below, the Request Management form and the Request form. There are also currently two reports that reside in another application called DNR Business Reporting System (DBRS). Links to these reports are listed on the index page. The following is a screen-shot of the index page.



Figure 1 - Index Page

## Authentication / Authorization

Parts of this application are restricted.

It is possible to run the application as a different user other than the one logged into the desktop computer by clicking on the “Not You?” link in the user info area (see Figure 12). Once the link is clicked, a dialog will appear to enter in the new user credentials.

It is highly recommended to logout of the system when finished using it. Simply click the “Logout” link in the user info area (see Figure 2). Logging out is not only important for security reasons but also helps keep the system healthy by relinquishing unneeded resources.

## Related Links and Version

In Figure 1, there is a list of links towards the bottom of the screen. These links provide information about the system and provided the ability to send an email to the support team if there are problems/concerns with the system. That link is labeled “Support”.

There is also a link to this document in PDF format labeled “User Guide”.

The Version number is noted in this line as well. Whenever contacting support, be sure to convey the number and URL to ensure support knows which system is being used.

## Crumb Trail / Navigation

The bread crumb trail in the upper left (see Figure 1) allows for navigation within the application. It is better to use these links then use the “Back” button of the browser. Certain synchronization problems may occur if the “Back” button is used.

## Theme

The Theme selector allows the user to set a different color and font scheme other than the default by selecting one from the themes listed in the Theme selector. The selection will stay as long and the cookies are not cleared in the browser. Custom themes are not available at this time.

## General Form Functions

The screenshot shows the 'Spatial Case Information Request Manager' interface. The top navigation bar includes links for 'My Government', 'Resident', 'Business in Alaska', 'Visiting Alaska', and 'State Employees'. The breadcrumb trail indicates the current location: 'Natural Resources > IRM GPU > SCIMS > Request Manager'. The 'Theme selector' is set to 'UI Lightness'. The 'User info area' shows the user is logged in as 'prparker'.

The main content area displays a table of 'Pending Action Requests'. The table has columns for 'ID', 'Request Type', 'Case ID', 'Case Type', 'Sub Type', 'Case Status', 'Submitted', and 'Requestor'. The row for Case ID 'ADL 718300' is highlighted, indicating it is the 'Selected record'.

Callouts point to various functions:

- Data grid**: Points to the table of pending action requests.
- Theme selector**: Points to the dropdown menu for selecting a theme.
- User info area**: Points to the user information section.
- Column name / sort**: Points to the 'Submitted' column header.
- Record navigation**: Points to the 'Set Filter' and 'Reset Filter' buttons.
- Record functions**: Points to the 'Group Selected Requests' button.
- Record info**: Points to the 'Submitted' column for the selected record.

The table data is as follows:

ID	Request Type	Case ID	Case Type	Sub Type	Case Status	Submitted	Requestor
5440	INVALID	ADL 63246	549	4205	80	01/16/2014 13:39:16	NRSCHEM
5445	INVALID	EPF 20120074	310	0040	19	01/16/2014 13:31:45	NRSCRWI
5451	AUTOMATED	ADL 718302	713	MC	35	01/16/2014 13:30:32	NSMCCJA
5450	AUTOMATED	ADL 718301	713	MC	35	01/16/2014 13:30:32	NSMCCJA
5449	AUTOMATED	ADL 718300	713	MC	35	01/16/2014 13:30:32	NSMCCJA
5452	AUTOMATED	ADL 718303	713	MC	35	01/16/2014 13:30:32	NSMCCJA
5446	INVALID	EPF 20130022	310	0031	19	01/16/2014 13:29:39	NRSCRWI
5443	INVALID	EPF 20080043	310	0038	19	01/16/2014 13:13:52	NRSCRWI
5447	INVALID	LAS 29368	571	7715	11	01/16/2014 13:11:33	NRSCJME
5448	INVALID	MHT 9100707	452	4501	11	01/16/2014 13:07:44	NMHCHWE
5441	INVALID	ADL 231836	596	5962	80	01/16/2014 13:07:25	NRSCJME
5444	INVALID	ADL 231836	310	0038	96	01/16/2014 11:29:54	NROCWNE
5442	INVALID	ADL 231836	311	0017	96	01/16/2014 09:02:42	NRSCRWI
5428	INVALID	LAS 28037	571	7702	35	01/15/2014 15:43:52	NRSCSPE
5414	INVALID	LAS 28037	571	7702	35	01/15/2014 15:43:52	NRSCSPE
5426	ATTRIBUTE	LAS 28037	2200	2200	90	01/15/2014 13:53:40	NROCAPE
5412	ATTRIBUTE	LAS 28037	2200	2200	90	01/15/2014 13:53:40	NROCAPE
5477	INVALID	ADL 418742	561	6601	80	01/15/2014 13:01:43	NRSCSMA

The bottom of the interface shows pagination information: 'Page 1 of 276' and 'View 1 - 18 of 4,956'.

Figure 2 - General Form Functions

Please see the Sorting, Searching, Editing and Record Navigation section at the end of this manual for instructions in those areas.

## Request Manager Form

The screenshot displays the 'Request Manager' interface for the 'Spatial Case Information Management System'. The top navigation bar includes links for 'myAlaska', 'My Government', 'Resident', 'Business in Alaska', 'Visiting Alaska', and 'State Employees'. The main header shows the system name and 'Request Manager'. Below this, a breadcrumb trail reads 'Natural Resources > IIRM GPU > SCIMS > Request Manager'. A 'Log Out' button and user information '(Logged in as: prparker) not you?' are visible, along with a 'Theme: UI Lightness' dropdown.

The interface features two main tabs: 'Requests' (selected) and 'Groups'. A 'Request / Group tabs' label points to these. Below the tabs are buttons for 'Set Filter', 'Reset Filter', and 'Group Selected Requests'. A 'Land filter' label points to a search input field.

The main data area is titled 'Pending Action Requests' and contains a table with the following columns: ID, Request Type, Case Type, Sub-Type, Case Status, Submitted, and Requestor. The table lists several requests, including those with 'INVALID' status and 'AUTOMATED' status. A 'Group Requests' label points to a dropdown menu in the top right of the table.

An expanded 'Request Land' subgrid is shown, displaying a table with columns 'REQUEST\_ID' and 'PLSS DESIGNATION'. It lists two entries for request ID 5446. A 'Request Land subgrid' label points to this subgrid.

At the bottom, there are buttons for 'Open Map', 'Set Map Filter', and 'Reset Map Filter'. A 'Map filter' label points to a search input field. The bottom right corner shows 'Page 1 of 276' and 'View 1 - 18 of 4,956'.

Figure 3 – Request Manager Form: Requests

## Adding a Request Manually

To add a Request manually, click the Add icon in the Record functions of the Request grid in the Request Form (see Figure 7). If a LAS Case exists for the specified File Type and File Number, the Case Type, Case Subtype, and Case Status will be populated automatically once the cursor leaves the File Number field. The user should click the “Submit” button when all appropriate information has been entered.

## Delete Request

It is possible to delete a Request record by first selecting/highlighting it in the Request grid of either the Request Manager form or the Request form and then clicking the Delete icon in the Record functions. Please note that any associated Request Land will be deleted at the same time.

## Grouping Requests

The idea of grouping Requests is such to improve efficiencies in the editing process. A group consists of one or more Requests. Ideally Requests of the same type in the same general area would be group together.



It is possible to view the Requests (and Groups) on a map by clicking the “Open Map” button. As Requests are selected, they will appear on a map. This function may aid in grouping Requests based on their proximity to each other.

### ***Existing LAS Case group warning***

In the event that an attempt to group an LAS Case [Request] where there already exists a non-complete, non-assigned group that contains that Case, the user will be prompted to either continue or cancel the grouping process. The prompt will contain a list of Requests and the Groups they already exist in if any. Typically if there is an existing Group that already contains the Case, that Request should be added to the existing Group. The user should note the Group and the Request identifiers as listed in the prompt, click the “Cancel” button and add those Requests to the exiting Group(s) (see the Add Group Request section).

### **Add Group**

In order to group Requests, the user would select one or more Requests in the Request Manager form. Since all of the Requests that are to be group must reside on one page (in the grid), the user may need to increase the number of records displayed in the grid by adjusting the displayed records in the Record Navigation area.

With the Requests selected, the user should click the “Group Selected Requests” button to group them. Once Requests are grouped, they disappear from the Request Manager’s form and appear in the Group grid. The Group grid can be viewed by clicking on the “Groups” tab in the Requests Manager form (see Figure 4).

### **Delete Group**

Groups can be deleted by selecting/highlighting the Group to be deleted in the Group grid and clicking on the Delete icon in the Records functions area. Once confirmed, the delete process first ungroups the Requests records and then submits a request to the WFM to also delete the associated Job if there is one. After a successful ungrouping, the Request records will appear in the Request grid again.

Though not recommended, it is also possible to delete a subset of the Requests from a Group. By deleting Requests from a Group, the Area of Interest (AOI) of the associated Job, if there is one, becomes invalid. This may or may not have implications on the editing process if the Group has been assigned (see Assigning Group/Create Job section).

### **Add Group Request**

It is possible to add a Request to an existing Group; however the Group cannot be assigned (Job associated). If a Job exists for the Group the entire Group will need to be deleted and then recreated with the appropriate Requests. Great care should be taken when deleting a Group with an associated Job.

In the Request Manager Form (see Figure 4 - Request Manager Form: Groups), the user can add a Group Request by selecting the Group Tab, then selecting the appropriate Group and clicking on the expand icon (+). The Group Requests sub-grid will appear with all the associated Requests for the selected Group. The user can now click on the add icon (+) in the sub-grid. An add dialog will appear prompting for the Request identifier to add. If the Group has a Job associated with it, an error message will appear in the dialog with the “Submit” button is pressed. If no Job is associated, the dialog will disappear and the Request will appear in the sub-grid. \*Please note that the Group grid will need to be refreshed before the modified Group’s AOI will be valid in the Map page.

**Spatial Case Information Management System**  
Request Manager

Natural Resources > IRM GPU > SCIMS > Request Manager

Log Out (Logged in as: [User])

**Requests** **Groups**

Create Job Type: - select one - Assigned to: Group - select one - With Priority: Low **Create**

ID	Status	Job Type	Job ID	Date Created	Assigned To	Priority	Date Started	Workflow Status	Has Conflict
1	PENDING	Automated Mining Claims	13505	12/20/2013 20:47:32	prparker	Low	01/16/2014 00:10:17	QAQC	
2	PENDING		0						
4	PENDING	1-Title	13809	01/21/2014 23:26:23	prparker	Low		ReadyToWork	

**Group Requests**

ID	Request Type	Case ID	Case Type	Sub Type	Case Status	Submitted	Requestor
136	BOUNDARY	ADL 392590	784	NS	11	12/06/2013 15:40:34	NORCDLE
137	BOUNDARY	ADL 392591	784	NS	11	12/06/2013 15:42:40	NORCDLE
139	BOUNDARY	ADL 392593	784	NS	11	12/06/2013 15:54:05	NORCDLE
140	BOUNDARY	ADL 392594	784	NS	11	12/06/2013 15:56:24	NORCDLE
141	BOUNDARY	ADL 392595	784	NS	11	12/06/2013 15:58:31	NORCDLE

Page 1 of 1 View 1 - 5 of 5

ID	Status	Job Type	Job ID	Date Created	Assigned To	Priority	Date Started	Workflow Status	Has Conflict
5	PENDING	Automated Mining Claims	14129	01/23/2014 00:22:21	prparker	Low	01/23/2014 00:23:56	Approval	
11	PENDING		0						
13	PENDING		0						

Page 1 of 1 View 1 - 6 of 6

**Open Map**

Figure 4 - Request Manager Form: Groups

## Assigning Group/Create Job

To assign a Group and create a WFM Job, first select the Group in question in the Group grid of the Request Manager form. It is possible to see the associated Requests with this Group by clicking on the expand icon (+) at the beginning of the Group row in the grid. The user can remove the Request listing by clicking on the collapse icon (-).

Secondly, select the Assign Group parameters as appropriate. A value for all of the parameters must be selected.



Finally, the “Create” button should be clicked. This will send a request to the WFM to create a Job with the specified parameters. An alert dialog will appear indicating if the process was successful or not. If successful, the Job will be available to the individual or group that was specified on the WFM side.

## ***Request Attachments***

Attachments are any type of electronic media that can be attached to a request to aid in its completion. Common file formats are: JPEG image (.jpg), Portable Network Graphic image (.png), compressed archive file (.zip) and a Portable Document Format file (.pdf).

The Request Attachment form/page is a separate application from the other SCIMS forms so that it could be stand-alone application and therefore called from other applications like the WFM. The application determines who is logged in and displays the administrative functions if appropriate.

**Case File: ADL 554079****Request ID: 5133**

Attachment	Comments	User	Date Submitted	Update	Delete
 <a href="#">ADL_554079_5133_2.jpg</a>	Testing adding a picture.	prparker	2014-01-17 10:33:03.0	<a href="#">update</a>	<a href="#">delete</a>
 <a href="#">ADL_554079_5133_1.pdf</a>	undefined	clmarvel	2014-01-03 12:17:15.0	<a href="#">update</a>	<a href="#">delete</a>

[Add New Attachment](#)

Update Attachment (admin only)

Delete Attachment (admin only)

Attachment links

**Figure 5 - Attachments**

## Adding Attachments

Case File: ADL 554079 Request ID: 5133

Attachment	Comments	User	Date Submitted	Update	Delete
ADL_554079_5133_3.zip	Testing adding a zip.	prparker	2014-01-17 10:35:43.0	<a href="#">update</a>	<a href="#">delete</a>
ADL_554079_5133_2.jpg	Testing adding a picture.	prparker	2014-01-17 10:33:03.0	<a href="#">update</a>	<a href="#">delete</a>
ADL_554079_5133_1.pdf	undefined	clmarvel	2014-01-03 12:17:15.0	<a href="#">update</a>	<a href="#">delete</a>

[Add New Attachment](#)

**Add Attachment:**

[Browse...](#) demo.zip

Comments

Your comments about the attachment go here.

[Add Attachment](#)

**Add/Update Attachment**

**File Upload dialog**

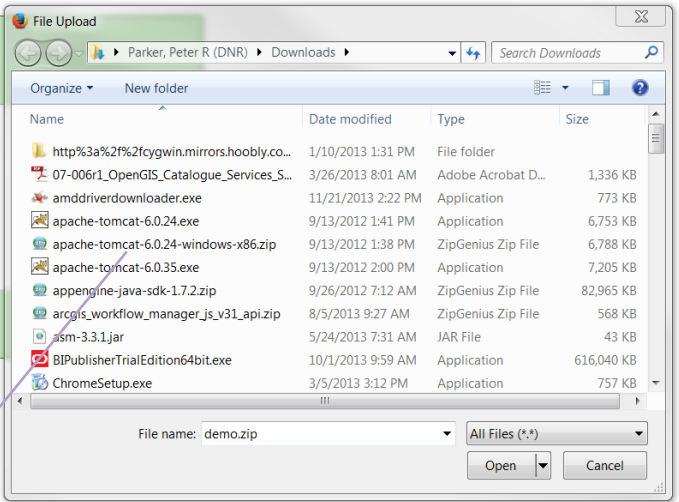


Figure 6 - Attachments: Adding

## Updating Attachments

It is possible to download an attachment, modify it and return it using the “[update](#)” link. Typically the user would download the document, modify it and then click the “[update](#)” link. When the link is clicked, an additional form is exposed and the user need to selected the new document by clicking the “Browse” button and using the File Upload dialog to locate the file. Comments about the modification can be added in the Comments field. The user should then click the “Add Attachment” button and the data will be posted.

To update just the comments, the user will still have to download the associated file and select it in the File Upload dialog before clicking the “Add Attachment” button.

## Deleting Attachments

To delete an attachment, the user should click the “[delete](#)” link associated with that attachment.

Please note, a deleted attachment will still appear in the list for historical purposes but has been in fact deleted from the storage area.

## Request Form

**Spatial Case Information Management System**  
Request Form

Natural Resources > IRM GPU > SCIMS > Request Form Log Out (Logged in as: prparker) not you? Theme: UI Lightness

[Set Filter](#) [Reset Filter](#)

**All Requests**

ID	Request Type	Case ID	Case Type	Sub Type	Case Status	Submitted	Requestor	Comments	Group ID	Job ID
5440	INVALID	<a href="#">ADL 63246</a>	549	4205	80	01/16/2014 13:39:16	NRSCHEM			
5445	INVALID	<a href="#">EPF 20120074</a>	310	0040	19	01/16/2014 13:31:45	NRSCRWI			
5451	AUTOMATED	<a href="#">ADL 718302</a>	713	MC	35	01/16/2014 13:30:32	NSMCCJA			
5450	AUTOMATED	<a href="#">ADL 718301</a>	713	MC	35	01/16/2014 13:30:32	NSMCCJA			
5449	AUTOMATED	<a href="#">ADL 718300</a>	713	MC	35	01/16/2014 13:30:32	NSMCCJA			
5452	AUTOMATED	<a href="#">ADL 718303</a>	713	MC	35	01/16/2014 13:30:32	NSMCCJA			
5446	INVALID	<a href="#">EPF 20130022</a>	310	0031	19	01/16/2014 13:29:39	NRSCRWI			
5443	INVALID	<a href="#">EPF 20080043</a>	310	0038	19	01/16/2014 13:13:52	NRSCRWI			
5447	INVALID	<a href="#">LAS 29368</a>	571	7715	35	01/16/2014 13:11:33	NRSCJME			
5448	INVALID	<a href="#">MHT 9100707</a>	452	4501	11	01/16/2014 13:07:44	NMHCHWE			

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**Land for Request 5446**

Request ID	PLSS Designation
5446 F004S009W07	
5446 F004S009W08	

Page 1 of 1 View 1 - 2 of 2

Figure 7 - Request Form

## Request PLSS Land

The Land Administration System (LAS) defines the land area associated with Case Files in terms of PLSS Sections or Aliquot Part (land). Each Request in SCIMS whether it originated from an LAS Transaction or manually entered should have at least one land designation associated with it.

The Request form allows for updates to the Request Land. When a Request record (row) is selected in the Request grid, the associated Land records are displayed in the Request Land sub-grid as noted in Figure 7. Only Land records associated with the selected Request will be displayed in the sub-grid. Also when a Land record is added to the sub-grid, it will automatically be associated with the Request record selected in the Request grid.

## Adding Land

To add a Land record to a Request, first search for the Request in the Request form. Once located, select it by clicking on it. Click the "+" icon in the Request Land Record functions area and fill-in the PLSS designation filed. That value can be a township, section or aliquot part designation. The designation

must be fully qualified with padded zeroes and spaces between aliquot part designations. Formats are as follows:

Township: M999T999R

Section: M999T999R99

Aliquot Part: M999T999R99 XX XX XX XX ... where XX is in (NE, NW, SE, SW, N2, S2, E2, W2)

## Deleting Land

To remove or delete a Land record from a Request, first search for the Request in the Request form. Once located, select it by clicking on any part of the record/row. When the Request record is selected, the related Request Land records will be displayed in the Request Land sub-grid. To delete the Request Land record, select and then click on the garbage can icon in the Request Land record function area. Confirm the delete or cancel the process when prompted.


## Sorting, Searching, Editing and Record Navigation

Initially the forms will appear with all the data populated in there grids if there is any data to display. The grids are preconfigured to only show a certain number of records at a time.

### Sorting

Once a grid is filled with records it is possible to sort the records on a particular column (field) by clicking on that column's name in the header. A column is sorted when either the Sort Ascending ▲ or the Sort Descending ▼ Icon is present after the column name. The sort direction will toggle from ascending to descending to none when clicked consecutively.

### Searching

On the grids where searching is available, the user will see the Search Icon 🔍 in the Tool Bar . The following screen-shot depicts the search dialog.

The screenshot displays the Alaska Department of Natural Resources website. The top navigation bar includes links for myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. The main header features the Alaska Department of Natural Resources logo and a search bar. The breadcrumb trail indicates the current location: Natural Resources > Forestry > Timber Sales > Offerings. The page title is "Timber Sale Offerings".


A search dialog is open, showing a dropdown menu for "Name" with a list of search conditions: "begins with", "equal", "not equal", "less", "less or equal", "greater", "greater or equal", "begins with", "does not begin with", "ends with", "does not end with", "contains", and "does not contain". The "Find" button is visible. The background shows a data grid with columns for ID, Name, Sale Num, Purchaser, Office, Sale Type, Offered, Payment Type, Likely Use, Acres, Sale Cat, Sold, Expires, Comm, OTC Reoffer, and In S. Callouts point to "Field Name", "Search Conditions", "Search Value", and "Data Grid".

ID	Name	Sale Num	Purchaser	Office	Sale Type	Offered	Payment Type	Likely Use	Acres	Sale Cat	Sold	Expires	Comm	OTC Reoffer	In S
500	East Side							Added	1.00	New Sale	11/28/201	05/23/201			T
500	Hemlock							Added	3.00	New Sale	10/08/201	10/08/201			T
500	S. Thorn							Added	196.00	New Sale	11/17/201	11/07/201			T
502	Stacey T							nal Use	1.00	New Sale	10/03/201	10/03/201			T
506	Test							Added	10.50	New Sale	11/09/201	01/08/201			T

Below the search dialog, there is a "Products Harvested" section with a table showing columns for ID, Acres, Harvest Date, Volume, Volume Unit, and Total Receipts. The table is currently empty, showing "No records to view".

**Figure 8 - Search**

To search (or limit visible data), simply enter the field name to search within, the condition to search by, the value to search for and finally click the “Find” button. This action will limit the records displayed in the grid by the criteria entered in the search dialog. The record count widget (see Figure 10) will indicate how many records meet the criteria.

To clear the search criteria and return all the records in the grid, simply click the “Reset” button in the search dialog or click the Refresh Icon  in the Tool Bar.



## Editing

Editing functions such as Add and Modify are done through Edit Forms. The following screen-shot depicts an Add operation.

The screenshot displays the 'Spatial Case Information Management System' interface. At the top, there is a navigation bar with links like 'myAlaska', 'My Government', 'Resident', 'Business in Alaska', 'Visiting Alaska', and 'State Employees'. Below this is the 'Request Form' header. The main content area shows a table of requests with columns: ID, Request Type, Case ID, Case Type, Sub Type, Case Status, Submitted, Requestor, Comments, Group ID, and Job ID. An 'Add Record' dialog box is open, showing a form with fields for ID, Request Type, File Type, File Number, Case Type, Sub Type, Case Status, Requestor, and Comments. A red error message 'File Type: Field is required' is displayed at the top of the dialog. Callouts point to various elements: 'Data Grid' points to the table of requests; 'Error Message Line' points to the red error message; 'Domain Value selector' points to the 'File Type' dropdown menu; 'Add Edit Form' points to the 'Submit' and 'Cancel' buttons; and 'Subordinate Data Grid' points to the 'Request Land' section at the bottom.

Figure 9 - Edit Form


## Add

Adding a record is accomplished by clicking on the Add Icon of the appropriate grid. Please note some fields are read-only and values cannot be specified or modified. Once the appropriate data has been entered, click the "Submit" button to post the data. Click the "Cancel" button or the "X" icon to close the Add dialog without posting any data.


## Adding Subordinate

When adding to a Subordinate grid, a record of the parent grid must first be selected. To "select" a record, simply click on it till it is highlighted. If a parent record is not selected, an error dialog will appear indicating that a parent record needs to be selected.

## Modify

Modifying an existing record is accomplished by “selecting” the row to edit and then clicking on the Modify Icon  in the Tool Bar. To “select” a record, simply click on it till it is highlighted (see Figure 3). Some fields are read-only and their values cannot be modified. Click the “Submit” button to post the data when finished modifying the data or click “Cancel” to quite editing without posting changes.

## Delete

Deleting an existing record is accomplished by “selecting” the row to delete and then clicking on the Delete Icon  in the Tool Bar. To “select” a record, simple click on it till it is highlighted (see Figure 3). When a record is selected and the delete icon is clicked, a conformation dialog will appear to verify the procedure. Once deleted, a record can not be recovered.

If a record has subordinate records associated with it, those subordinates records must be deleted first. If not, a server validation error will be displayed (see the Errors section below).

## Errors

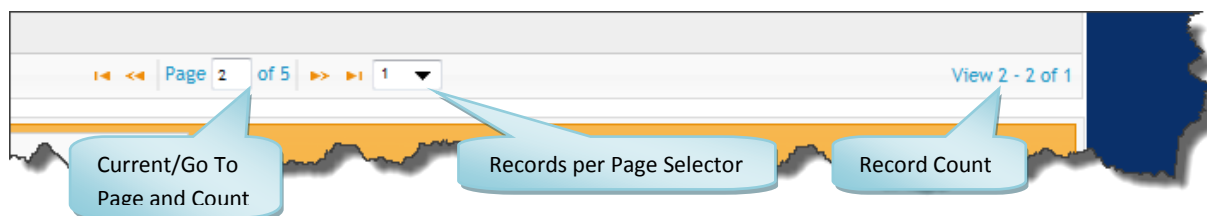
There are two categories of editing errors.

The first is form validation. If there is a violation in these rules, the violation description is displayed in red at the top of the edit form. Examples of form validations are: required fields not filled in, letters in number type fields, invalid dates, etc.

The seconds is server validation. If there are violations in these rules, an error dialog will appear with a message indicating the violation. Examples of server validation are: parent record can not be deleted because children records exists, data issues not caught by the form validations, server off-line or network issues, etc.


## Record Navigation and Count

The Record Navigation and Count widgets are used to page through grid records and to determine how many records there are. The following clipped-image depicts the two widgets.



**Figure 10 - Record Controls**

The following explains the record controls depicted in Figure 10 above.

First Record Icon  - Advances the grid to display the very first record. If the icon is disabled, there are no records that precede the one(s) displayed.

Back One Record Icon ◀ - Advance the grid one record back. If the icon is disabled, there are no records that precede the one displayed.

Next Record Icon ▶ - Advance the grid one record ahead. If the icon is disabled, there are no more records to display.


Last Record Icon ► - Advance the grid to the very last record. If the icon is disabled, there are no more records to display.

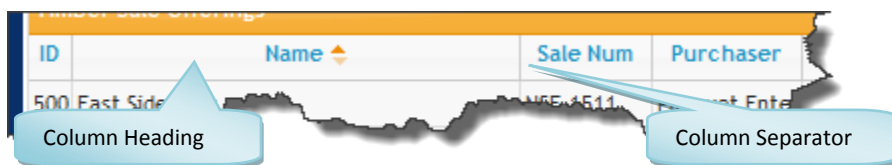
Page Count / Go To Page - This widget displays the current page of record(s) of a total number of pages. It is possible to advance to any page of records by simply typing in the page number and pressing the Enter key. The number of pages is influenced by the number of records per page selected in the Records per Page Selector.

Records per Page Selector - Select the number of record displayed in the grid at a time. If the number or records exceeds what can be displayed in the block, a scroll bar will appear to the right of the grid.

Record Count - This widget displays the record number thru record number of a total number of records per page. In this case (see Figure 10), it is displaying record #2 through record #2 of a maximum of 1 record per page.

## ***Column Display Width***

For some columns in the grids it is possible to expand or contract the size of the columns. To expand or contract the width of a column in a grid, simply place the pointer (mouse) over the top of the column heading separator (to the right of the column name) until the pointer changes to the sizer-pointer .



Click and drag to size the column and then release when sized correctly. If the sizer-pointer does not appear while hovering over the column separator, it means the column width is not adjustable.

If a column width is not sizable but the data is obscured, simply hover over the data and it will be revealed in a Tool Tip type display.

# LAS Request Import Utility

The import utility form/page displays information related to imports from the Land Administration System (LAS) and is broken up into three areas. Certain LAS Transactions lead to updates of the location of the LAS Cases which must be denoted in the spatial database. These transactions are tracked and compressed during the day and result in a list that is save in files that the SCIMS Import Utility has access to. At about 8:00pm a process is run that imports these transaction into SCIMS and they become SCIMS Requests.

**Spatial Case Information Management System**  
LAS Request Import Utility

Natural Resources > IRM GPU > SCIMS > LAS Import

Log Out (Logged in as: prparker) not you?

Log Files	
View Attribute Import Data Log File	- select one -
View Automated Import Data Log File	- select one -
View Boundary Import Data Log File	- select one -
View Conversion Import Data Log File	- select one -
View Area Plan Import Data Log File	- select one -
View Admin Log File (Link)	<a href="#">View Log</a>

Information / Parameters	
Timer (OK / Offline)	OK
Import in Progress? (YES / NO)	NO
Import Hour (format XX in 24 hour clock)	20
Check Hour Interval (in milliseconds)	3601000
Excluded days of week	[Saturday, Sunday]
on	null
ication Version	1.3.0 (02/24/2014)

Imports	
Set Import Hour (format XX, 24 hour clock, 0-23) to:	00 <input type="button" value="Set Hour"/>
Toggle Scheduled Import Process (On/Off)	<a href="#">Toggle</a>
Run Attribute Import Now	<a href="#">Run</a>
Run Automated Import Now	<a href="#">Run</a>
Run Boundary Import Now	<a href="#">Run</a>
Run Conversion Import Now	<a href="#">Run</a>
Run Area Plan Import Now	<a href="#">Run</a>

Figure 11 - LAS Request Import Utility

## Log Files

The Import Logs area is displayed for all users and the links presented will display the import activity for the specified Request type. The logs display the number of imported Requests and any errors if they occur. The administrators should review these logs every business morning. Imports do not occur Saturday or Sunday.

As of version 1.3, log files are kept for an entire week. A log for a particular day of the week is accessible by selecting the day name from the appropriate selector. Generally the user would be reviewing the imports from the day before. For example, if it is currently Monday, the user should review the logs by selecting "Friday" in the appropriate day of week selector. The next day (Tuesday), the user would select "Monday" in the day of week selectors. The user should always note the date in the log files.

## ***Information / Parameters (Administrative)***

This area displays information about the import process.

The “Timer” needs to be active (“OK”) in order for the import process to occur automatically. It is possible to toggle the process by clicking on the “Toggle” link in the Administrative Functions area.

The hour at which the import process occurs can be changed with a value from 1-24. See the Administrative Functions section below.

## ***Imports (Administrative)***

The administrator can alter the import process with the options presented in this area.

**Set Hour** – Entering a value in the field and clicking the “Set Hour” button can alter when the automated import process occurs. This value can be 1 to 24, where 1 is 1am and 24 is midnight. The process occurs randomly within the hours that specified.

**Toggle** – Clicking on this option toggles the automated import process on and off.

**Run** – It is possible to manually run the import process for any of the types listed by clicking on the “Run” link. This option is used for missed or special imports. The import files must be present in order to run. The associated log files will be updated (be sure to clear your browser cache when viewing the new log file).

## Appendix A - Configuring web browsers for Single-Sign-On (SSO)

Contact the Computer & Technology Services Unit (CATs) if you are unable or uncomfortable making these configuration changes. Please note these instructions are only for computers used on the State's network.

To configure Mozilla Firefox for single sign-on please follow the steps outlined below:

1. Type in "about:config" in the address line.
2. Click on the "I'll be careful, I promise!" button.
3. Type in "**network.negotiate-auth.trusted-uris**" in the Search field and press "Enter".
4. Double-click on the Preference Name that is listed and you should get a dialog box,
5. Type in "<http://dnr.alaska.gov>,<https://dnr.alaska.gov>" in that box and click "OK" button.
6. Restart Firefox.

To configure IE (Internet Explorer) version 8+, untested in IE 9:

1. In the menu, select Tools, Internet Options.
2. Select the Security tab.
3. Select the "Local intranet" zone.
4. Type in "\*.[dnr.alaska.gov](http://dnr.alaska.gov)" into the "Add this website to the zone:" text box and click the "Add" button.
5. Restart IE.

Even with the configurations above, on occasions users get prompted to login (popup dialog appears). For the most part you can enter your user name and password and it will continue on.

At the time of this writing, CATs was in the process of setting all DNR desktop's internet options to include the DNR's websites as Trusted Sites. This should automatically up **IE** on all DNR computers such that no manual configuration is needed.